

S-E-C-R-E-T

Minutes of the Third Meeting
of the
Support Development Panel

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1. The Third meeting of the Support Development Panel convened at 1530 hours on 8 March 1965. Those present were:



2. [] opened the meeting with a resume of recent events regarding placement of the twenty-five Support-oriented Junior Officer Trainees. He noted that at the direction of the Deputy Director for Support he and the Panel Chairman, [] talked to each of the individuals, determined attitudes toward the Support Officers Development Program and elicited thoughts about first assignment. [] stated that he then, working with [] (Chief, JOTP) and his staff, paired each of the trainees with requirements received from the DD/P and from the several Support Offices. This effort was completed on Friday, 5 March, in response to an additional requirement that the trainees know their assignments two weeks before completion of the Support Services Course. Mr. [] then announced the assignments.

3. [] noted that the DD/P requirements were all valid existing jobs. This was not so for the requirements presented by some of the Support Offices. He noted especially that the Office of Logistics had proposed a two-year assignment involving rotation at three-month intervals among its components. He also noted that the Office of Personnel was proposing assignment rotation at eight-month intervals. He stated that a solid job should be arranged for each person and added that the requirement that each participant be given the opportunity to learn the over-all functions of the office to which assigned could well be met by ensuring that activities in which the individual engaged are tailored to familiarize him with the over-all office. [] emphasized again that each JOT should feel that he was encumbering a position and making a contribution even if this involved moving a permanent employee out of his position and into a training status.

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Group 1

Excluded from automatic
downgrading and declassification

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4. [] then discussed the role of the Panel in the continuing program. He stated that it would be the Panel's responsibility to follow the activities of the next group of trainees much more closely than was permitted by the rapid developments which occurred with this first class. He also observed that for this class the Panel's responsibility would increase as the six-year period of centralized control commenced. He stated that he saw the Panel as a focal point for the resolution of problems connected with the Program, for advise regarding the activities of the trainees and for arrangement of meaningful assignments within the offices which the members represented. He also noted that, in view of the importance which the Deputy Director for Support placed upon the Program, he would be working with the Panel for some time.

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5. [] then stated that Biographic Profiles, Fitness Reports, etc., would be made available to the Panel members on each of the Program participants so that they would be able to monitor progress. It was agreed that in all probability the best method of achieving this would be to divide the trainees into groups of three or four and to assign responsibility for monitoring each of the groups to one of the Panel members. He said that this would begin upon the return of [] in early April.

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Acting Executive Secretary
Support Development Panel

The methods outlined above for implementing the objectives of the Support Officers Development Program are approved.

[]
L. K. WHITE
Deputy Director
for Support

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